

## **JOB POSTING**

**TITLE:** Communications Coordinator, Membership and Scholarships  
**SUPERVISOR:** Vice-President, Membership and Scholarships  
**DIVISION:** Membership and Scholarships

### **POSITION SUMMARY**

Reporting to the Vice-President, Membership and Scholarships, the Coordinator is responsible for the provision of ongoing support in the areas of Corporate Communications, Web Sites, Membership Systems and Relations, Conference, Regional Meetings, Publications and Awards Programs. The Coordinator also plays a support role in identifying potential sponsors and in fundraising. More specifically, these responsibilities include:

- Maintain communications and liaise regularly with CBIE membership, Contact Persons, Chapters and others.
- Cooperates in designing communications plan and strategies.
- Identifies new ways of communicating with members and the public, provides advice to the Vice-President, and develops new communication tools for the organization.
- Monitors and populates the web sites on a daily basis, implements updates and revisions to the web sites, oversees staff revisions, monitors visits to the sites, and provides monthly and annual reports on visits (CBIE web site and DestinEducation web site).
- Develops and maintains the Members Only section of the Web site, working with technical staff as required.
- Writes and edits media releases, and other communications materials, under the supervision of his or her director.
- Administers CBIE Annual Conference registration system, sponsorships and exhibits, provides formatting and design, and assists with other Conference administrative duties as assigned.
- Researches, writes and updates corporate resources: Annual Report, corporate brochures and other information, under the direction of his or her supervisor.
- Identifies and supervises external resources (graphic designers, printers, signage manufacturers, etc.); obtains quotes and liaises with suppliers; develops contracts and monitors compliance through to delivery.
- Coordinates the Elizabeth Paterson Awards for International Student of the Year, including promotion and preparation of online application forms/guidelines.

### **QUALIFICATIONS:**

- University degree or college/institute diploma in communications, public relations or related;
- Two years relevant work experience ;
- Demonstrated graphic design and web design/development skills;
- Excel, Word, Access, Acrobat Reader and Writer, HTML/Notepad/Dreamweaver web design/maintenance skills.
- Excellent knowledge of web and social media;
- Ability to read, write, edit and communicate effectively in both official languages;
- Excellent organizational skills;
- Excellent interpersonal skills, judgment and tact;
- Ability to work independently and as a team member;
- Ability to cope with workload pressure and deadlines;
- Thorough knowledge of post-secondary education system in Canada;

CBIE offers a comprehensive benefit package which includes an attractive pension plan as well as life, medical and dental insurance.

Applications identifying the position of interest should be sent to [jobs@cbie.ca](mailto:jobs@cbie.ca) in either Word or PDF format. While all responses will be appreciated and handled in strictest confidence, only those being considered for interviews will be acknowledged.